

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: CLERK II -
Institutional Parole Mail Room Courier

SALARY GROUP: A09

DEPARTMENT: Board of Pardons and Paroles

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Clint Gunnels DATE: 01/18/2022

POSITION #: 064167

I. JOB SUMMARY

Performs complex clerical work. Work involves compiling and tabulating data; checking documents for accuracy; transporting documents; and maintaining files. Work under general supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Delivers, picks up, and receives documents, supplies, mail, equipment, and materials to and from various agency offices; inspects for damage; checks for correct quality and quantity; and maintains related documents and files.
 - B. Arranges for maintenance and repair of vehicles; and maintains mileage logs and other records.
 - C. Performs receptionist duties; maintains office schedules and appointments; opens, sorts, and distributes incoming mail; and prepares mail-outs.
 - D. Answers inquiries regarding policies, procedures, rules, and regulations; responds to requests for information; assists staff in filling out forms; and assists in orienting new employees.
 - E. Proofs correspondence, reports, records, summaries, and other related forms and documents ensuring accuracy and conformance to rules, regulations, policies, and procedures.
 - F. Maintains parole inmate correspondence, records, and files to include the receipt, storage, and issuance of documents and files, document-tracking processes, and electronic document storage; and verifies tracking information and resolves discrepancies.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Two years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.
3. Computer operations experience preferred.
4. Valid Texas Class C Driver License.

Must maintain valid license(s) for continued employment in position.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to prepare and maintain accurate records, files, and reports.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment preferred.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.